Position Title: Academic Associate (Junior Research Coordinator)

Hiring Unit: Department of Biomedical Engineering

Supervisor: Dr Ahmad Haidar

Work Location: Duff Medical Building, 3775, rue University

Hours/Week & Schedule: 40 hours/week – Monday- Friday, occasional weekends

Annual Salary: Based on experience

Planned Start Date & End Date: September 15, 2018 (1 year duration – possible renewal)

Date of Posting: August 9, 2018

Deadline to Apply: August 31, 2018

**PRIMARY DUTIES**

The Diabetes Modelling and Control group has an active clinical research program to develop and test automated insulin delivery systems (artificial pancreas systems) for type 1 diabetes. You will have the opportunity to work with a multi-disciplinary team, including engineers, nurses, graduate students, nutritionists, and physicians (https://www.mcgill.ca/haidar/team). Our studies help both pediatric and adult type 1 diabetes patients in finding new and improved treatments. You would have the opportunity of having a direct impact on children and adult lives.

Academic Associate will have the following duties:

- Facilitate, coordinate, enhance and promote McGill’s research and development activities by coordinating and managing clinical trial projects at the Department of Biomedical Engineering
- Ensure continuous support to Investigators/Physicians in the delivery of up-to-date activities and information, confirming priorities and timeframes of clinical trial subjects. Read and understand clinical trial protocols. In conjunction with medical staff, oversee medication infusions, monitor and record patient symptoms, collect and transcribe laboratory data.
- Interpret information received on patients and select the most appropriate procedures and trials for performing the research and ethics administration activities. Ensure that the activities are performed in accordance with each individual clinical trial protocol and University and sponsors policies and procedures.
- Communicate information to medical staff, patients and pharmaceutical companies on new information pertaining to patients, changes to regimens, deadlines in terms of tests to be performed, regulatory information, etc.
- Teach patients, researchers and nurses to follow protocol according to GCP guidelines.
- Provide information and advice to researchers on the preparation of the research information.
- Act as a liaison between researcher, patient, RI-MUHC, and pharmaceutical company. Attend all internal and external meetings as requested by the medical director and/or the pharmaceutical company for each clinical trial under coordinator’s responsibility.
- Functions as a record-keeper in terms of patient information pertaining to the study and is accountable for the follow-up of business.
- Oversee inventory of supplies needed for the clinical trial.
- Help in writing academic grants and budget preparations to obtain funding.
- Perform other administrative duties as required.

**EDUCATION/EXPERIENCE**

Master’s degree in Science, Physiology, Pharmacology, or Clinical Research. Experience - minimum three (3) months in a clinical research setting.

**OTHER QUALIFYING SKILLS & ABILITIES**

Bilingual is an asset. Solid written and verbal communication skills. Strong proficiency in Microsoft Office programs (Word, Excel, PowerPoint). Strong interpersonal skills.

**HOW TO APPLY**

Please submit your application and send your resume to: ahmad.haidar@mcgill.ca

McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill implements an employment equity program and encourages members of designated equity groups to self-identify. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, Professor Angela Campbell, Associate Provost (Equity and Academic Policies) by email or phone at 514-398-1660.

All qualified applicants are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadians and permanent residents will be given priority.